DoD VPP CX

Development, Validation, Implementation and Enhancement of a Voluntary Protection Programs Center of Excellence (VPP CX) Capability for Department of Defense (DoD)

VPP CX Web Site Demonstration

DoD Lead Agent:
Office of the Assistant Secretary of the Army (Installations and Environment)

Department of Defense Voluntary Protection Programs Center of Excellence

Operated by:
CTC Concurrent Technologies Corporation

Objectives

After this training you will be able to:

- Access the Members Only VPP CX Website
- Understand the Website resident communication and training capabilities
- Identify information on upcoming events including conferences, workshops and Webinars
- Locate relevant documents, training materials, briefings, and videos
- Describe how to enroll in VPP CX List Server automatic email notification system
- Understand your role in supporting the growth of resources available through VPP CX Website.

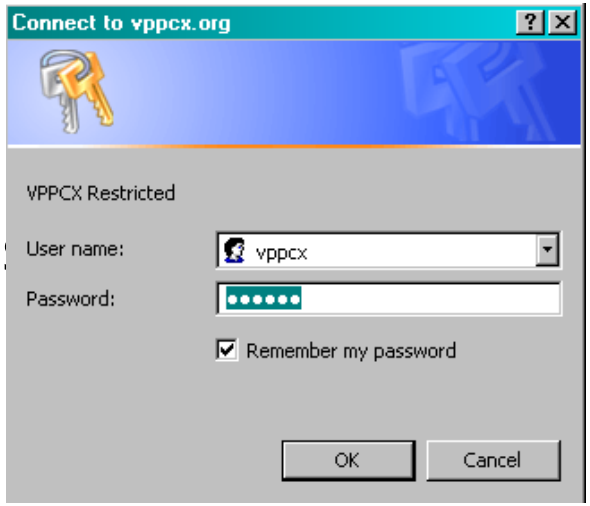
Management Leadership & Employee Involvement
Safety and Health Training
Work Site Analysis
Hazard Prevention And Control

Website Background

- The VPP CX Website is an information exchange and communication tool for installations and stakeholders participating in VPP initiative.
- The VPP CX Website contains two main areas, a General Access Section and a Members Only section.

VPP CX Website

- The VPP CX Website contains:
  - Memorandums
  - Notices of upcoming events
  - Webinars
  - Assessment schedules
  - VPP related training and briefing slides
  - Sample applications
  - Videos
  - Union letters.
- Members only section restricted to VPP participating sites and stakeholders
  - Currently a universal user ID and password.



Introduction Page

Introduction Page

DoD VPP CX

http://www.vppcx.org

Home | About VPP CX | Library | Links | Members Only

Sample Applications | Tools | Videos | Events | Training | Documents | Briefing | DSOC Task Forces

Home /

Welcome to the DoD Voluntary Protection Programs Center of Excellence

- Best Practices

Related Links

- What's New
- How The Center Will Support Nominated Installations
- Contact Us

DoD Lead Agent
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Protecting The Ultimate Resource - Our People

Preventable injuries and illnesses cost the Department of Defense (DoD) an estimated $10—$21 billion dollars annually, according to the National Safety Council.

In a statement released 19 May 2003, the Secretary of Defense challenged DoD to improve its safety record stating that "World class organizations do not tolerate preventable accidents".

Occupational Safety and Health Administration's (OSHA's) Voluntary Protection Programs (VPP) have proven to be highly effective in reducing organizations' incident rates and lost work days. VPP "Star" sites report:

- **More than 60% Reduction In Injuries and Illnesses**
- **20% Reduction In Worker's Compensation Costs**
- **Up To 150% Return On Investment**
- **864 Companies Saved An Est. $1 Billion since 1982**

Military departments, agencies and installations participating in the VPP process should not only expect an **improved safety record** but also an overall **improved readiness**. Given this double benefit, Defense Safety Oversight Council is turning to the VPP in response to the Secretary of Defense's challenge by establishing the DoD VPP Center of Excellence (VPP CX).

The DoD VPP CX will support nominated installations with achieving and maintaining Occupational Safety and Health (OSHA) VPP recognition, which means they have exemplary Safety Management Systems and programs.

The DoD VPP CX provides on-site and remote assistance and training to nominated installations supporting their efforts.

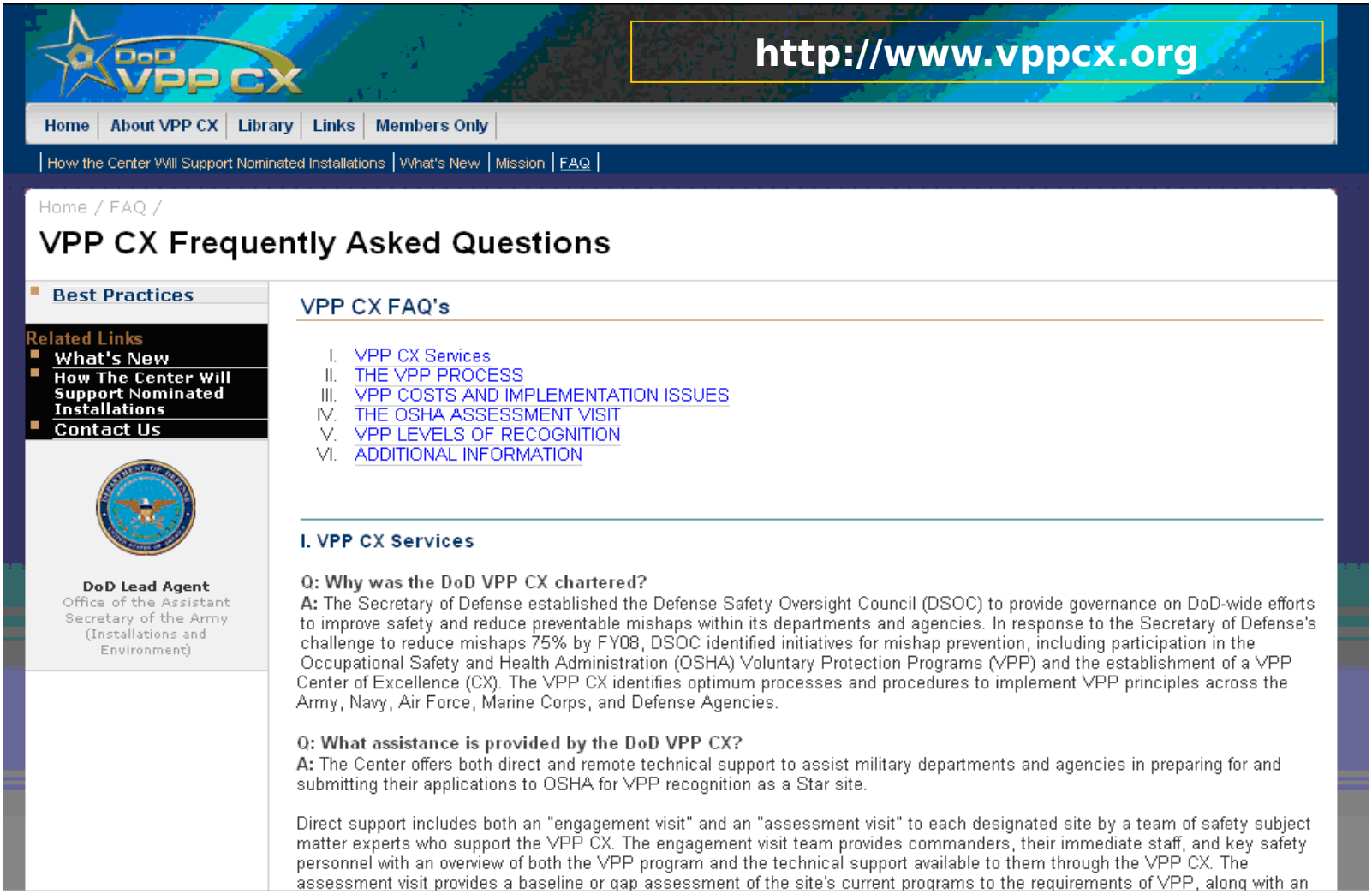
DoD VPP CX

Frequently Asked Question Page

Frequently Asked Question Page

- Provides answers to the most often asked questions regarding VPP in general as well as questions on role of the DoD VPP CX.
  - May be used to craft installation specific awareness materials (i.e. installation specific FAQ)
  - Will grow, with YOUR feedback.

Frequently Asked Question Page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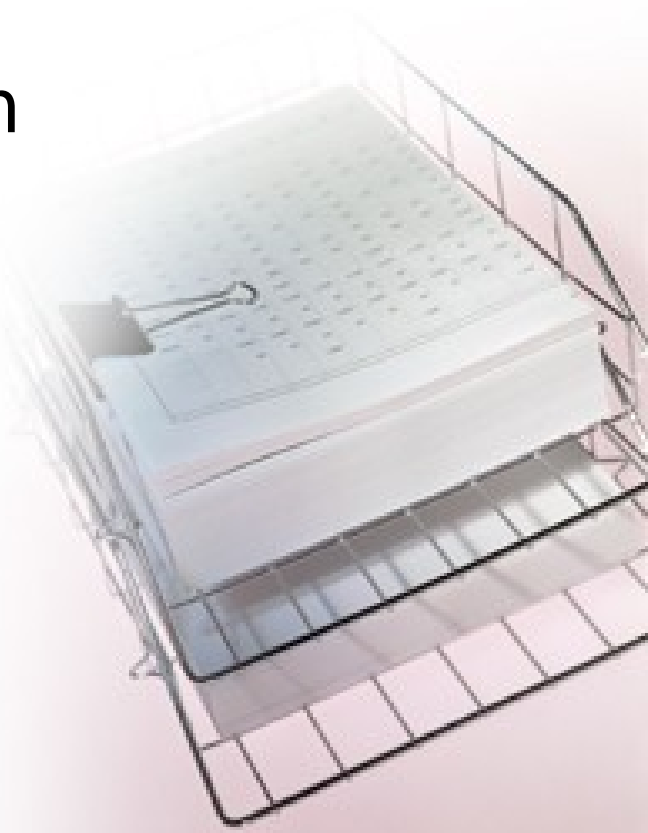
VPP CX FAQ's
I. VPP CX Services
II. THE VPP PROCESS
III. VPP COSTS AND IMPLEMENTATION ISSUES
IV. THE OSHA ASSESSMENT VISIT
V. VPP LEVELS OF RECOGNITION
VI. ADDITIONAL INFORMATION
I. VPP CX Services
Q: Why was the DoD VPP CX chartered?
A: The Secretary of Defense established the Defense Safety Oversight Council (DSOC) to provide governance on DoD-wide efforts to improve safety and reduce preventable mishaps within its departments and agencies. In response to the Secretary of Defense's challenge to reduce mishaps 75% by FY08, DSOC identified initiatives for mishap prevention, including participation in the Occupational Safety and Health Administration (OSHA) Voluntary Protection Programs (VPP) and the establishment of a VPP Center of Excellence (CX). The VPP CX identifies optimum processes and procedures to implement VPP principles across the Army, Navy, Air Force, Marine Corps, and Defense Agencies.
Q: What assistance is provided by the DoD VPP CX?
A: The Center offers both direct and remote technical support to assist military departments and agencies in preparing for and submitting their applications to OSHA for VPP recognition as a Star site.
Direct support includes both an "engagement visit" and an "assessment visit" to each designated site by a team of safety subject matter experts who support the VPP CX. The engagement visit team provides commanders, their immediate staff, and key safety personnel with an overview of both the VPP program and the technical support available to them through the VPP CX. The assessment visit provides a baseline or gap assessment of the site's current programs to the requirements of VPP, along with an

What’s New Page

What's New Page

- Tracks changes to the Website to highlight most recent additions of items of near term interest
  - Document, media, and training additions
  - New tools
  - New event notices
  - New press releases – from YOUR site too!



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March 27-28, 2007
VPP
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Subscribe/unsubscribe to/from e-mail list server
DoD VPP News Articles
01/18/2007 Voluntary Protection Program makes Hill safer
01/17/2007 Savannah River team arrives for VPP Inspection
12/18/2006 Air Force leaders advocate Voluntary Protection Program
11/29/2006 Fort Jackson takes on safety program, DoD challenge
09/29/2006 VPP promotes safer, healthier work environment
Schedule of VPP CX Work Shops, Seminars, and Conference Attendance
Schedule.doc updated 02/12/07
Site Changes
Feburary 27:
Added DoD links page link to the DoD Civilian Personal Management Service guide (.pdf) outlining the DoD Pipeline Reemployment Program
February 23:
Added Chief Master Sergent of the USAF VPP endorsement video to the videos page in the Members Only area
Updated events page in the Members Only Section
February 22:

Tools

Tools

- Most current copy of VPP's CX Baseline Assessment and Action Plan Spreadsheet
- Public domain VPP self assessment tools
- Grows as the VPP CX grows.

Tools

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VPP CX Gap Analysis and Action Planning Tool (version 8.0) This is the latest version of our Site Assessment tool. Sites may wish to review prior to our team actually conducting their Assessment. Instructions for the Action Planning Tool are here. (.doc) This is a living document in that the FAQ section will surely grow.
VPP/Safety Perception Questionnaire (.doc)
This template will help to identify trends of thought on VPP/Safety perception for employees and supervisors. Provides insight toward continuous improvement and comparison with other places of employment.
Gap Analysis (.xls)
The OSHA "Challenge" tool is a Microsoft Excel based file that presents a tiered approach to the VPP requirements. The Assessment Team is able to stop at a certain tier if they identify a developing pattern of gaps in the program requirements, making it an efficient tool. The tool also lends itself as an ongoing developmental tool for the site, once the assessment is completed.
The OSHA "Challenge" Pilot Program Gap Analysis Tool will be utilized by the VPP CX and participating organizations to provide an initial assessment of the site's safety and health management system as compared to the OSHA VPP Program. Additionally, the gap analysis tool will facilitate tracking the progress of the organization's pursuit of VPP Star recognition.
Action Plan Tracking (.xls)
The Action Plan tool allows the VPP CX and participating sites to identify and track to closure the identified opportunities for improvement required to achieve VPP Star recognition. It is structured to group the

Video

Video

- Contains nine VPP general awareness videos including:
  - Chief Master Sergeant United States Air Force (USAF) Endorsement of VPP
  - Fort Bragg VPP Roll-out
  - Electronic Systems Center – Hanscom Air Force Base Deputy Commander video endorsement
  - Delta and Eli Lilly corporate VPP videos.
- Please share your videos – will post on VPP CX website.

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NOTE: You may wish to right click the links and down load the files to your hard drive for better play back.
Chief Master Sergeant of the USAF VPP endorsement video. Windows Media® Format [1] 224MB (.avi) Mpeg format 5MB (.m4v) NOTE: You may have to tell your computer which application to run a .m4v file depending on what version/type of media player you are using. We recommend Quicktime® [3] for this file.
Fort Bragg, NC VPP roll out video 28MB (.wmv) File was converted from a DVD format to reduce the size. But the quality is good and it is a great example of your site to consider.
Electronic Systems Center, Hanscom AFB, VPP roll out video 17MB (.wmv) in Windows Media® Format
Federal Record Keeping 1:03:05 (4 MB) Real® Format [2]
An interesting look at federal record-keeping requirements in the CFR.
Army Leadership Safety , 2:01 (7 MB) Windows Media® Format [1]
Encourages army leaders to take responsibility in prevention of accidents.
[1] Click to download Windows Media® Player
Windows Media Player 10 FREE
[2] Click to download RealPlayer®

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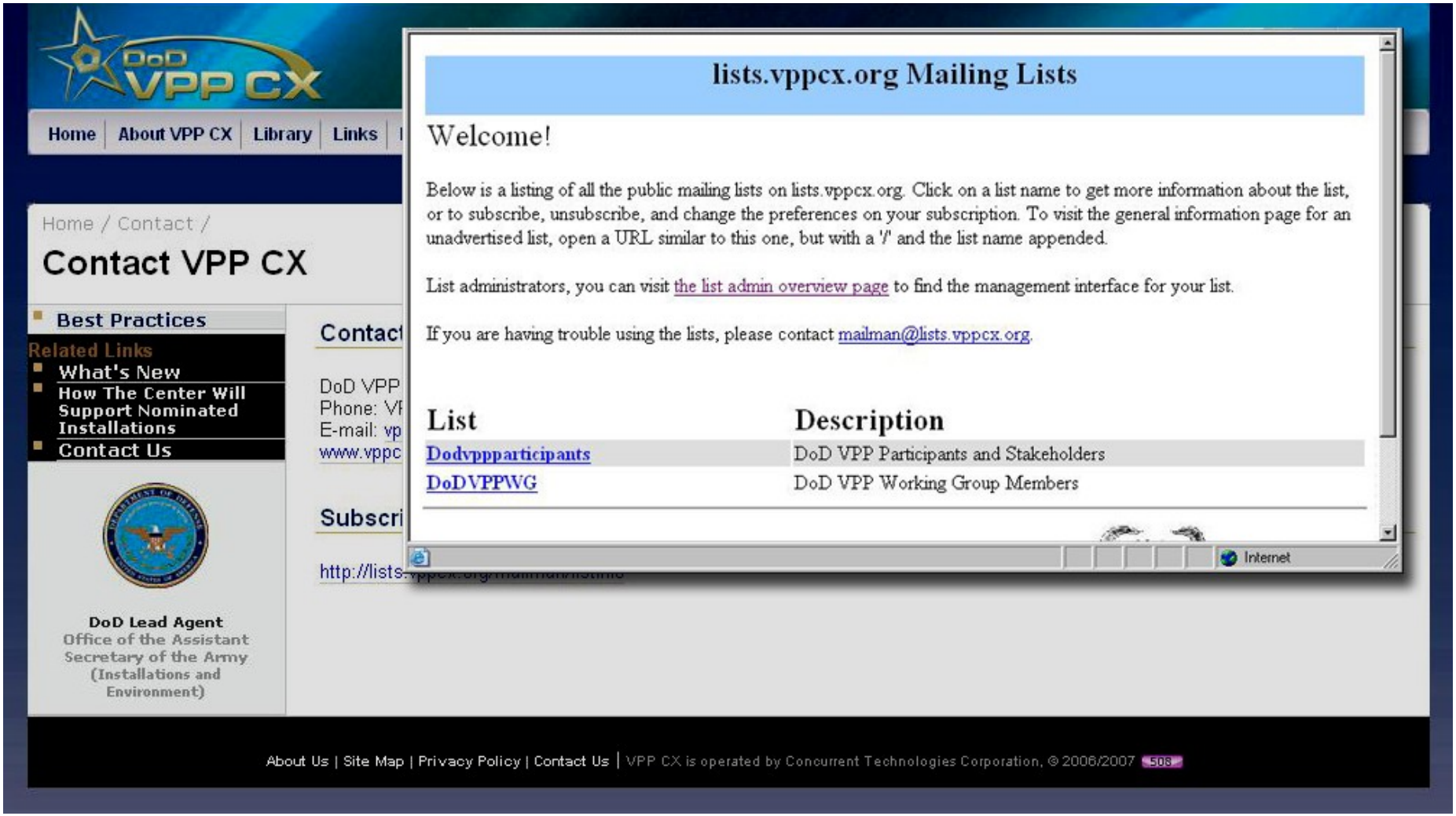
NOTE: You may wish to right click the links and down load the files to your hard drive for better play back.
Reaching for a Star, 11:36 (118 MB) MPEG Format 4
Delta Techops discusses implementation of OSHA's VPP and achievement of Star Status.
CalOSHA Consultation Service, 9:57 (22 MB) Real® Format 2
OSHA assists employers in finding ways to reduce or minimize accident claims and insurance premiums.
Eli Lilly and Company, 3:31 (13 MB) QuickTime® Format 3
Discusses implementing a successful safety program like VPP with the assistance of OSHA.
HAMMER - DOE Safety Training Program, 11:58 (215 MB) MPEG Format 4
Outlines the success of this program through the importance of worker involvement in training centers.
Recognizes several organizations that have achieved VPP Star Status.
1 Click to download Windows Media® Player
Windows Media Player 10 FREE
2 Click to download RealPlayer®
real RealPlayer

Video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lists.vppcx.org Mailing Lists
Welcome!
Below is a listing of all the public mailing lists on lists.vppcx.org. Click on a list name to get more information about the list, or to subscribe, unsubscribe, and change the preferences on your subscription. To visit the general information page for an unadvertised list, open a URL similar to this one, but with a '/' and the list name appended.
List administrators, you can visit the list admin overview page to find the management interface for your list.
If you are having trouble using the lists, please contact mailman@lists.vppcx.org.
List
Description
Dodvppparticipants
DoD VPP Participants and Stakeholders
DoDVPPWG
DoD VPP Working Group Members
Internet

Events

Events

- Status of Engagement/Assessment visits:
  - Completed, scheduled and to be scheduled status
  - Schedule of upcoming:
    - Webinars
    - Conferences
    - Workshops.

Events – Introduction

Implementation Events Page

- Navy
- Marines
- Washington Headquarters Service

Legend
Activities Completed - Green
Activities Scheduled - Red
Activities Tentatively Scheduled - Blue

top

AIR FORCE				
Installation / Organization	Engagement	Assessment	Sustainment	Application
Year 1 Nominated Sites				
AF Safety Center - Corporate Assessment	04/17/06	04/17/06		
Altus AFB	08/02/06	08/21/06		
Eielson AFB	07/17/06	08/07/06		
Hanscom AFB	05/10/06	05/30/06		
Hill AFB	05/23/06	06/12/06		
Holloman AFB	06/07/06	09/11/06		
Los Angeles AFB	07/06/06	07/24/06		
Robins AFB	04/25/06	05/15/06	01/08/07	
Tinker AFB	04/27/06	05/01/06		
Wright Patterson AFB	06/19/06	07/10/06		
Year 2 Nominated Sites				
Buckley AFB (Space Command)	05/07/07	06/04/07		
Edwards AFB (Material Command)	07/10/07	07/23/07		
Eglin AFB (Material Command)	04/16/07	04/30/07		
Elmendorf AFB (Pacific Command)	05/30/07	06/18/07		

Training

Training

- When complete will have five VPP centric health and safety training courses:
  - Based on original training course developed for US Army
    - General Employee Training*
    - Supervisor Training
    - Leadership Training.
  - General DoD requirements and Service Specific Tracks.

* Completed

Training

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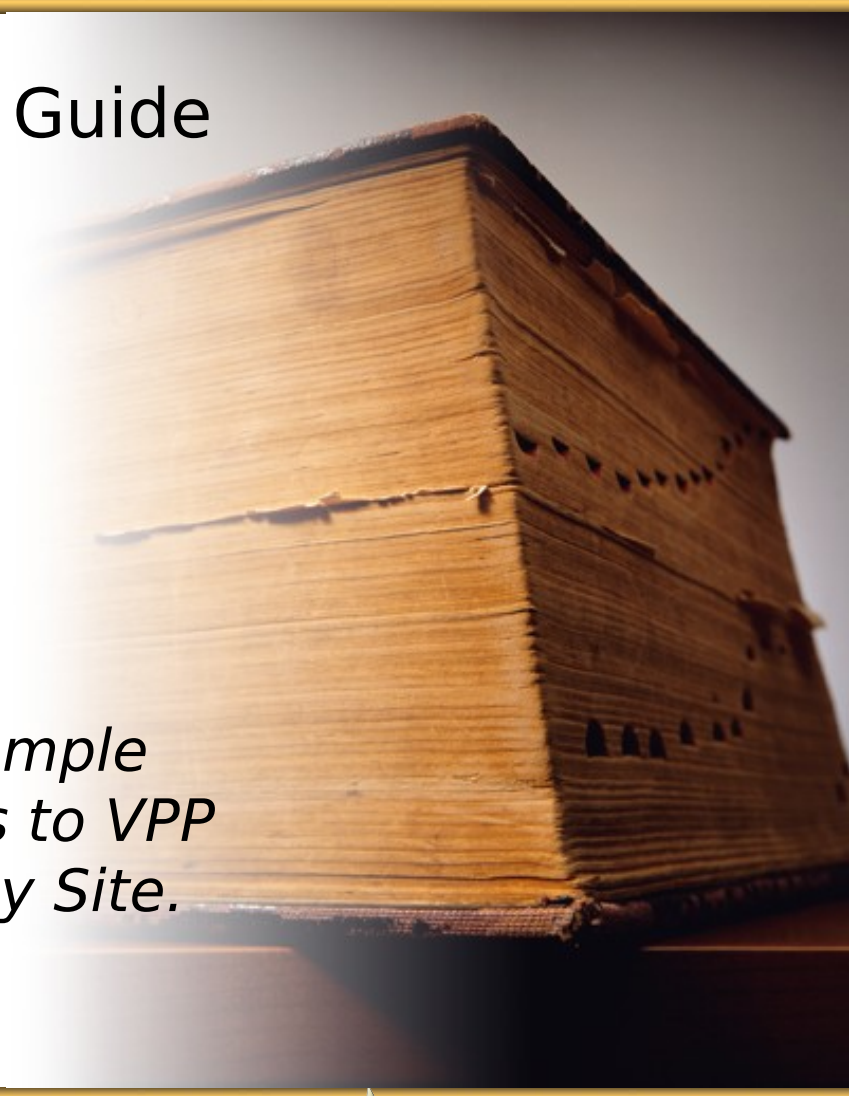
WebEx Webinar Training. Follow this link for Webinar support materials
VPP CX 101 (updated) (.ppt)
Instructor lead basic Training Presentation on VPP Center of Excellence development, validation, and implementation.
*VPP CX Record Keeping (.ppt)
Basic training for recording and reporting occupational injuries and illnesses
*VPP CX Record Keeping Glossary (.pdf)
Definitions to be printed along with the Record Keeping presentation
DoD Employee Safety Training (Web enabled training module)
This is the first of the new DoD training modules. This module requires Active X controls and Macromedia Flash. If you need to update your Flash player security settings either right click anywhere on the Flash file, or go to this link.
The following courses were origionally developed for the US Army. The content however is relevent to all. Please use as appropriate while we develop a more " DoD" version of the training modules.

Library – Documents

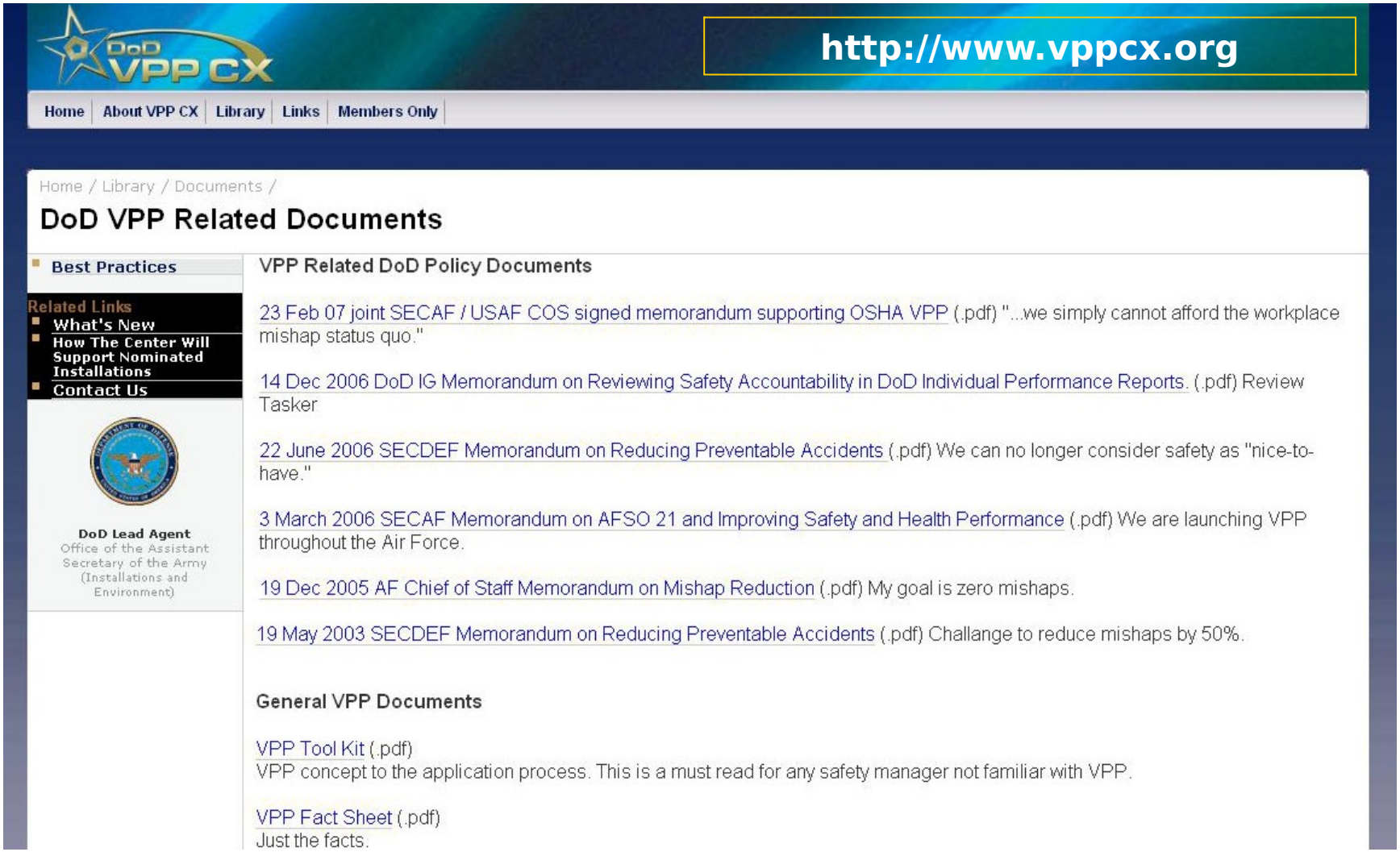
Library – Documents

- Installation Communication Guide
  - Press release
  - Awareness materials.
- Sample Union Letters
- Sample of VPP Application Packages.

Please provide copies of your sample application packages and others to VPP CX for hosting on Members Only Site.



Library – Documents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VPP Related DoD Policy Documents
23 Feb 07 joint SECAF / USAF COS signed memorandum supporting OSHA VPP (.pdf) "...we simply cannot afford the workplace mishap status quo."
14 Dec 2006 DoD IG Memorandum on Reviewing Safety Accountability in DoD Individual Performance Reports. (.pdf) Review Tasker
22 June 2006 SECDEF Memorandum on Reducing Preventable Accidents (.pdf) We can no longer consider safety as "nice-to-have."
3 March 2006 SECAF Memorandum on AFSO 21 and Improving Safety and Health Performance (.pdf) We are launching VPP throughout the Air Force.
19 Dec 2005 AF Chief of Staff Memorandum on Mishap Reduction (.pdf) My goal is zero mishaps.
19 May 2003 SECDEF Memorandum on Reducing Preventable Accidents (.pdf) Challange to reduce mishaps by 50%.
General VPP Documents
VPP Tool Kit (.pdf)
VPP concept to the application process. This is a must read for any safety manager not familiar with VPP.
VPP Fact Sheet (.pdf)
Just the facts.

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Installation Communication Guide (.doc) This guide should assist your site in brain storming your kick off and program sustainment.
Samples for Union Commitment Letters Follow this link for ideas on how to write a Union Commitment letter for your site.
NASA solicitation provisions and contract clauses Here is how one Federal agency got their hands around the contractor safety issue.
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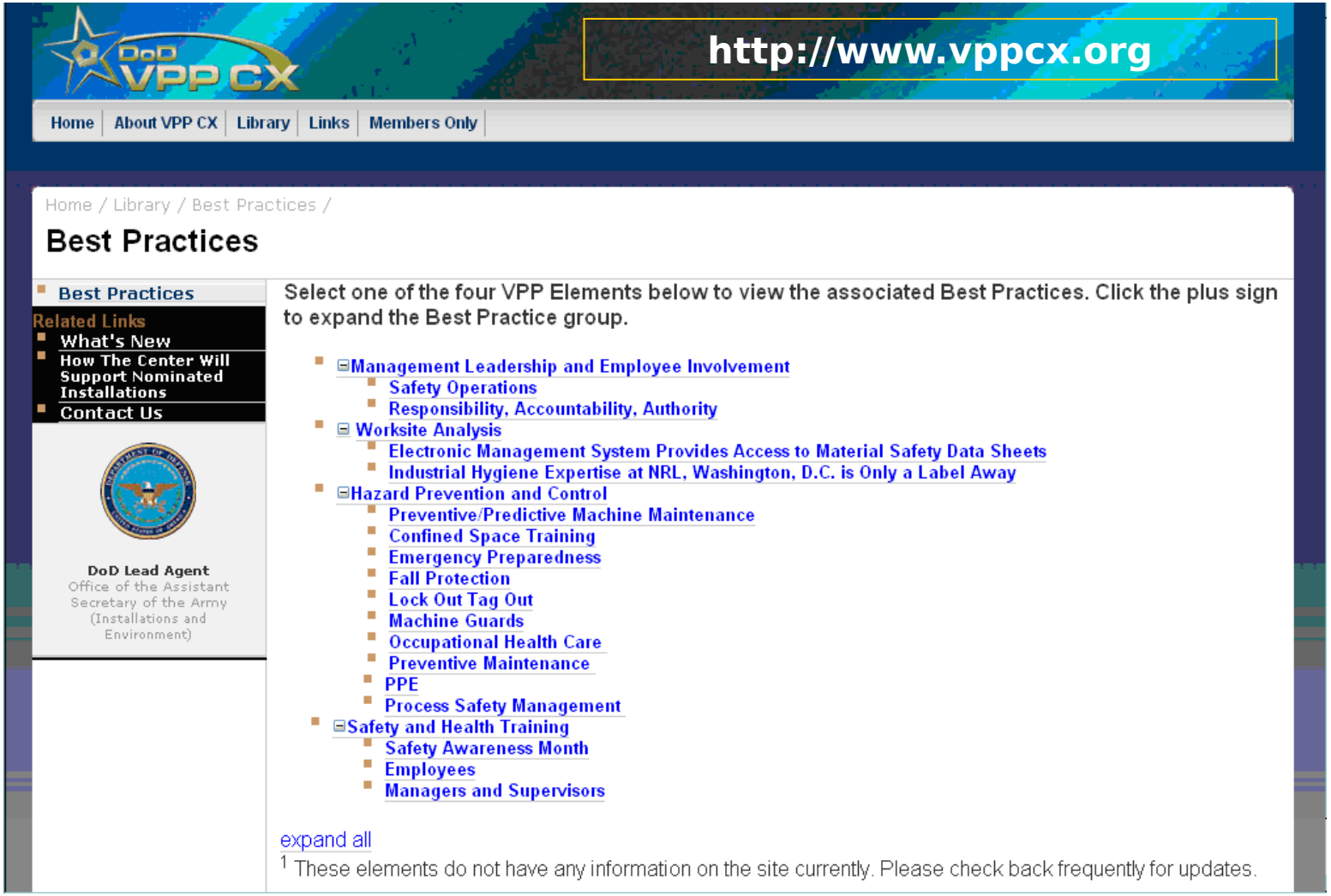
Library – Best Practices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Select one of the four VPP Elements below to view the associated Best Practices. Click the plus sign to expand the Best Practice group.
Management Leadership and Employee Involvement
Safety Operations
Responsibility, Accountability, Authority
Worksite Analysis
Electronic Management System Provides Access to Material Safety Data Sheets
Industrial Hygiene Expertise at NRL, Washington, D.C. is Only a Label Away
Hazard Prevention and Control
Preventive/Predictive Machine Maintenance
Confined Space Training
Emergency Preparedness
Fall Protection
Lock Out Tag Out
Machine Guards
Occupational Health Care
Preventive Maintenance
PPE
Process Safety Management
Safety and Health Training
Safety Awareness Month
Employees
Managers and Supervisors
expand all
[1] These elements do not have any information on the site currently. Please check back frequently for updates.

Summary

In this section you learned about:

- Accessing the Members Only VPP CX website
- The website resident communication and training capabilities
- Use of the website to track upcoming events including conferences, workshops and Webinars
- Content of virtual library including relevant documents, training materials, briefings, videos
- How to enroll in VPP CX List Serve automatic email notification system
- Your role in supporting the growth of resources available through VPP CX website.

Questions?